Using Word to Draw

1. Create a new document.
2. Set all margins to .5”.
3. Under the View tab, change view to One Page.
4. Under the Insert tab, click Shapes and insert the Sun shape.
5. Now using the Shapes, insert a smiling face.
6. You can hold down the control key and click on the shape to make it larger.
7. You can also use the arrow keys to move it slightly. You just need to hold down the ctrl key and use arrows at same time.
8. Click on the smiley face, select Format tab and Bring face to front. You should be able to see both the sun and the face.
9. Add a shape for the nose.
10. Click on the face and change the smile to a frown. Put your mouse over the yellow diamond and click and drag it up to show a frown.
11. Your picture should look similar to this one.
12. Save as Frown in WORD CUSTOM FOLDER.